

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Visitor Parking and
Candy-Stripe Badges for 16 February

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

To : Chief, Headquarters Security Branch, PSD/OS
STAT Chief, Receptionist

DATE OF MESSAGE

ROUTING SYMBOL

4 Feb 83

Secy to D/ODP

INITIAL MESSAGE

1. Listed below are visitors coming to Headquarters for a meeting with
[redacted] D/ODP, on Wednesday, 16 February 1983 at 3:00PM in rm. 2D00.

NAME

COMPANY

WOODALL, John W.

Logicon

BEATTY, Hugh E.

Logicon

LAZAROFF, Jerry

Logicon

2. Parking: VIP Visitor Parking Lot in front of main entrance.
3. Badges: Please issue candy-stripe badges, call Jean/Patty x4011 for escort.
4. Thank you.

REPLY MESSAGE

(PURPOSE: For new D/ODP-[redacted] to meet Logicon company
STAT : people. (A contractor on SAFE project). (Jerry L. is local
: rep. 525-2482)

Dist:

Orig - C/HSB/PSD/OS

1 - C/Receptionist

1 - ODP/BUSINESS:Logicon

1 - ODP/PROJECTS:SAFE

1 - ODP/SECURITY:General

From : O/D/ODP

2D00 Hq Bldg

SIGNATURE OF REPLIER

TITLE OF REPLIER